

Message Text

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PAGE 01 BRUSSE 12800 301538Z
ACTION NEA-10

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NEA/EX FOR JONES

FROM BAIRDAIN

E.O. 11652:N/A
TAGS: AFSP
SUBJECT: LOCAL CLASSIFICATION AND COMPENSATION SURVEY-EGYPT

1. SUGGESTED MESSAGE FOR EGYPT FOLLOWS.
 - 2.POSITION DESCRIPTION FOR EACH FSL EMPLOYEE IN ALL AGENCIES UNDER POST COMPENSATION PLAN SHOULD BE REVIEWED BY U.S.PERSONNEL SUPERVISING POSITION AND INITIALED WITH DATE OR REVIEW TO CERTIFY ITS CURRENT APPLICABILITY AND VALIDITY.
 - 3.THREE DUPLICATE SETS OT THESE CURRENT POSITION DESCRIPTION (PD'S) FOR ALL POSITIONS ARE NEEDED.EACH MUST HAVE A UNIQUE POSITION CONTROL IDENTIFICATION NUMBER (ATTACHE TO THE POSITION AND ITS PD - NOT TO AN EMPLOYEE).
 - 4.EACH PAD SHOULD HAVE UPON THE FIRST PAGE:
 - A.OFFICIAL POSITION TITLE AS TI APPEARS ON HE POST'S POSITION ALIGNMENT LIST;
 - B.POSITION DESCRIPTION IDENTIFICATION NUMBER
 - C.THE CURRENTLY APPROVED CALSS-LEVEL (POSITION-GRADE)APPLICABLE
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- TO THE PD (NOT REPEAT NOT TO THE INCUMBENT)
- D.INDICATION THAT THE CLASS-LEVEL SHOWN HAS CURRENT OFFICIAL APPROVAL (AS DISTINGUISHED FROM " RECOMMENDED" OR "SUGGESTED")
 - E.THE LAST DATE ON WHICH THEPD WAS REVIEWED AND APPROVED BY

A U.S.EMPLOYEE.

5.NOTE THAT THE FOREGOING ITEMS OF INFORMATION ARE VITUALLY STANDARD INFORMATION AND USUALLY APPEAR IN ANSWER TO PRINTED ITEMS ON THE HEADINGS OF THE PD.IN ADDITION TO THIS STANDARD IDENTIFYING INFORMATION,THE FOLLOWING ITEMS SHOULD BE SHOWN ON EACH PAD:

A.THE NAME OF THE INCUMBENT

B.PERSONAL GRADE/STEP OF THE INCUMBENT (OR AN INDICATION THAT POSITION IS VACANT)

6.EACH OF THE THREE SETS OF PDE'SSHOULD BE ORGANIZED DIFFERENTLY AND PLACED IN THREE-RING BINDERS:

A.ONE SET OF ALL CURRENT PD'S GROUPED BY FSL GRADE LEVEL

B.ONE SET OF ALL CURRENT PD'S GROUPED BY AGENCY AND BY ORGANIZATIONAL UNIT- THAT IS,ALL POLITICAL,ALL CONSULAR, ALL ADMIN.ETC.IF THERE IS A FURTHER SUBDIVISION WITHIN UNITS,FOR EXAMPLE- BUDGET AND FISCAL SECTION,OR GENRAL DERVICES SECTION WITHIN THE ADMINISTRATION UNIT - THESE SUBDIVISIONS SHOULD BE SHOWN

C.ONE SET OF ALL CURRENT PD'S ORDERED BY PD IDENTIFICATION NUMBER.

7.TWO COPIES OF THE CURRENT POST STAFFING PATTERNS SHOULD BE AVAILABLE AND AS A MINIMUM SHOULD SHOW FROM LEFT TO RIGHT;

A.PD IDENTIFICATION NUMBER;

B.POSITION TITLE AS SHOWN ON POSITION ALIGNMENT LIST;

C.POSITION GRADE,

D.INCUMBENT'S NAME;

E.INCUMBENT'S PERSONAL GRADE/STEP

F.INCUMBENT'S ANNUAL SALARY IN LOCAL CURRENCY;

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G.ANY OTHER DESIRED DETAILS.THERE SHOULD BE NO DISCREPANCIES IN THIS INFORMATION BETWEEN PD'S AND STAFFING PATTERNS. CURRENT POSITION ALIGNMENT LISTS SHOULD ALSO BE AVAILABLE.

8.ADDITIONAL SPECIFIC EMBASSY PERSONNEL STATISTICAL INFORMATION IS ALSO REQUESTED:

A.AVERAGE LENGTH OF SERVICE OF LOCAL EMPLOYEES;

B.AVERAGE NUMBER OF DAYS SICK LEAVE TAKEN BY LOCAL EMPLOYEES FOR 1975 AND 1976 IF AVAILABLE.

C.AVERAGE NUMBER OF CHILDREN FOR ALL LOCAL EMPLOYEES;

D.NUMBER OF EMPLOYEES ON CSR; NUMBER NOT ON CSR.

E.AVERAGE AGE OF ALL FSL EMPLOYEES.

9.THE FOLLOWING COUNTRY-SPECIFIC DATA IS NEEDED;

A.TRANSLATED SUMMARIZED DIGEST - REPEAT,SUMMARIZED,NOT A GOVERNMENT ISSUED MANUAL - OF GOVERNMENT SOCIAL INSURANCE PLANS AND LABOR LEGISLATION CURRENTLY IN FORCE;

B.INFORMATION REGARDING UNIONS AND ANY LICENSING PROCEDURE FOR

CRAFTS;

C.A LIST OF CANDIDATE COMPANIES FOR COVERAGE IN THE SURVEY WITH SEPARATE LIST FOR EACH LOCATION IF DIFFERENT POSTS HAVE DIFFERENT SALARY SCHEDULES.BRIEFLY DESCRIBED THE LIST SHOULD CONTAIN AT LEAST FIFTEEN (15)COMPANIES IN CAIRO AND SIX (6) TO TEN (10)COMPANIES AT ANY OTHER LOCATIONS INCLUDING LEADING TRANSNATIONAL,AREA AND COUNTRY FIRMS REPRESENTING CONSIDERABLE DIVERSITY OF ACTIVITIES.FOR EACH,INDICATE BRIEFLY; TYPE OF BUSINESS,LENGTH OF TIME IN EGYPT; APPROXIMATE NUMBER OF EMPLOYEES IN COUNTRY; OWNERSHIP DETAILS, AND RELATIONSHIP TO GOVERNMENT,IF ANY.ANOTHER CRITERION FOR INCLUSION IS ABILITY TO CONDUCT THE INTERVIEW IN ENGLISH)

10 ORGANIZATION CHARTS OR MANNING TABLES SHOWING ALL FSL EMPLOYEES BY PD NUMBER AND THEIR REPORTING RELATIONSHIP SHOULD BE AVAILABLE FOR EACH OF THE LARGER ORGANIZATIONAL UNITS.
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11.A BRIEF DESCRIPTION OF THE NATIONAL EDUCATION SYSTEM, PARTICULARLY ITS STRUCTURE AND GRADE LEVELS.

12.TWO(2)SEPARATE OFFICES SUITABLE FOR CONDUCT OF INTERVIEWS, PREFERABLY IN OR NEAR ADMIN AREA WILL BE NEEDED.ALSO CLERICAL AND TYPING ASSISTANCE; TWO ELECTRIC TYPEWRITERS WITH IDENTICAL TYPEFACE (PREFERABLY IBM); ONE (1)OLD-STYLE FRIDEN CALCULATOR WITH THE THREE BY THREE (3 X 3) AND TEN BY TEN (10 X 10) KEYBOARDS; USUAL OFFICE SUPPLIES;TWO (2)BAR LOCK FILES; AND TRANSPORTATION IN-COUNTRY WILL BE REQUIRED.
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